

Student User Guide

Author	Approver	version	date	Description
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Cesar Muradas	Cesar Muradas	1.1	21/07/2015	Quiz Section Updated

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About this document

This document is a general user manual for OLS Students in the OLS portal. The OLS is based on Moodle system but many customizations have been applied to it, therefore this user manual is only valid to the current version of the OLS, all legacy versions of the OLS are not covered in this manual.

Please note. This is not a technical document for development or applying major changes to the OLS.

Purpose

The purpose of this document is to define OLS administrators' responsibilities and provide a user guide for them to manage and maintain the OLS.

Logging in to the OLS

For logging in to the APIC OLS, first open a browser (Firefox, Chrome, IE, Safari ...) and enter the OLS portal address (<http://ols.apiccollege.edu.au/>) in the address bar.

You will see the login page as per below.

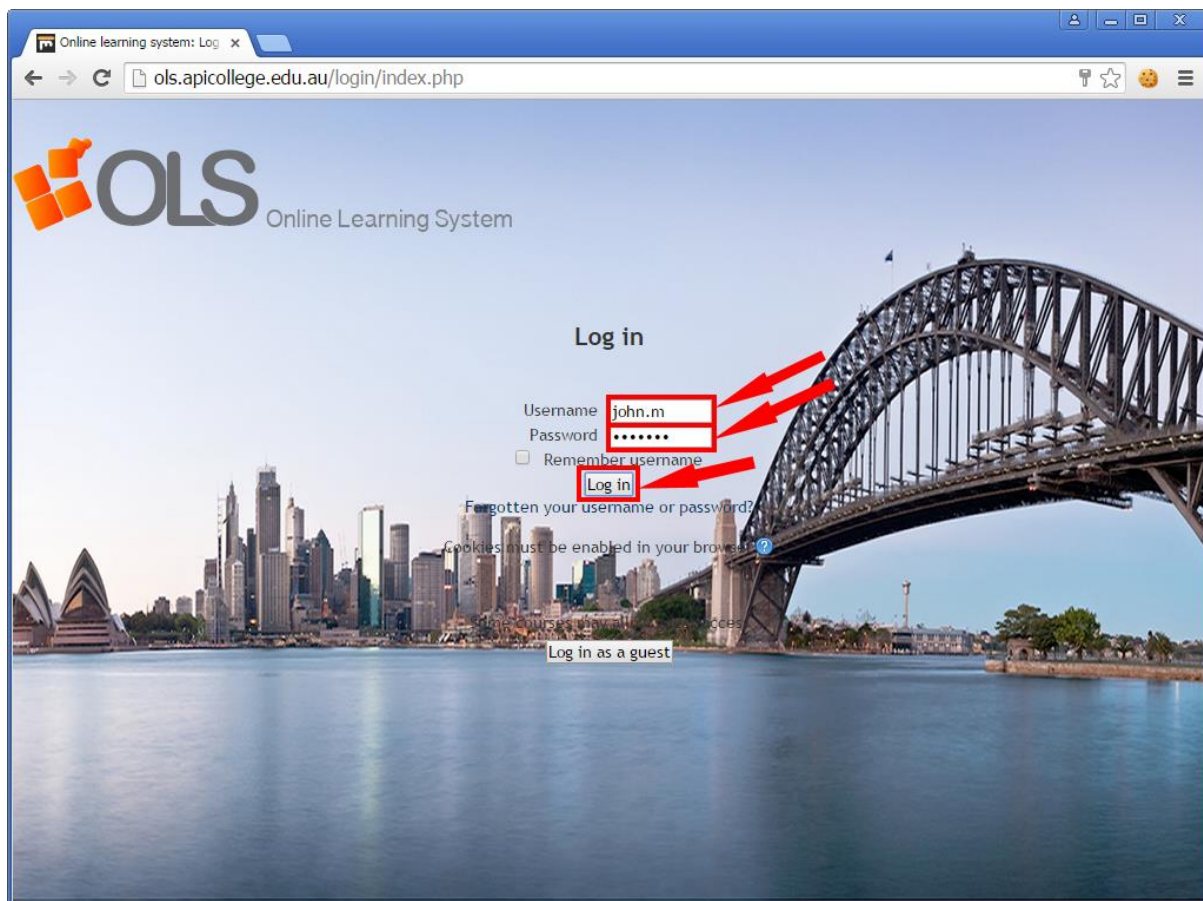


Figure 1 Login Page

Then enter your username and password and click the Log in button.

Welcome page

After logging in to the system you will see the following welcome page.

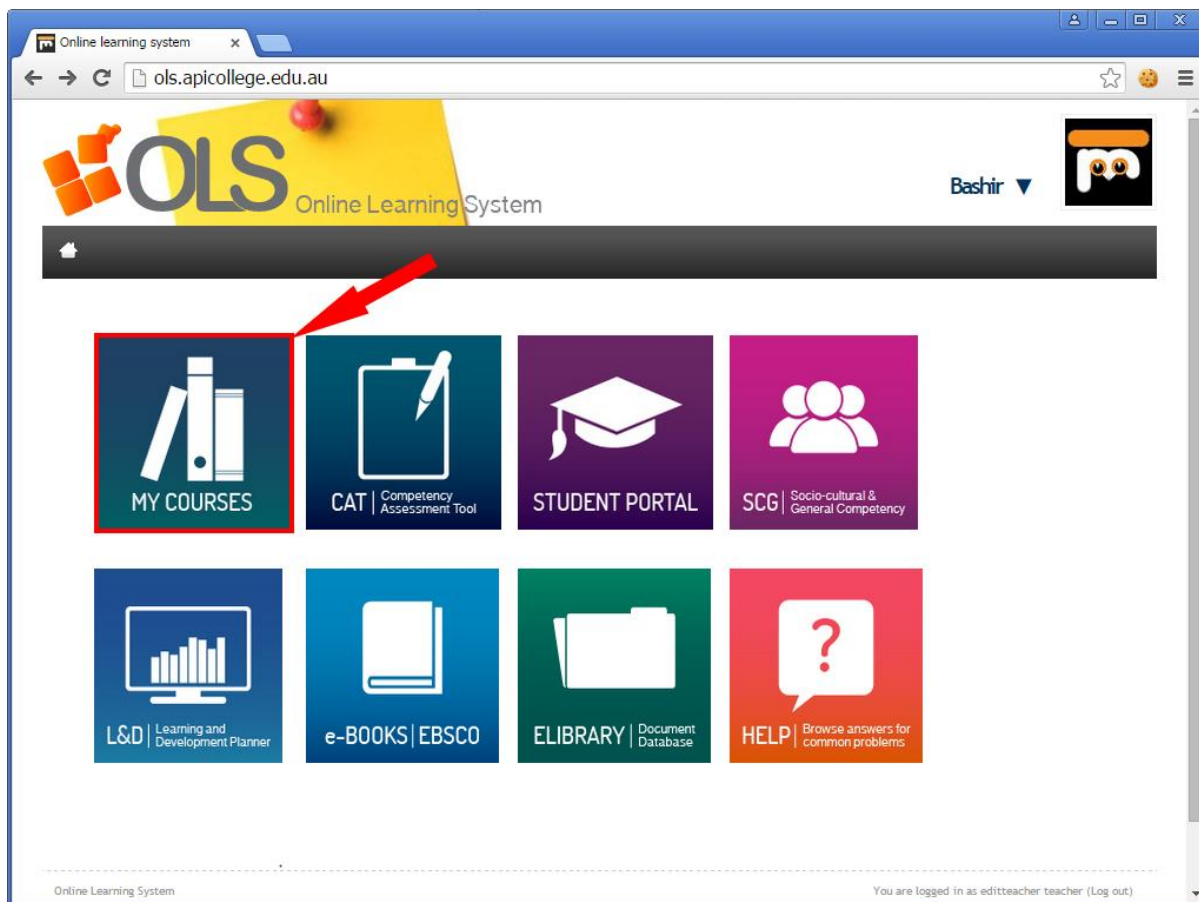


Figure 2 - Welcome Page - My Courses

In this page you can see major sections of the OLS and you can continue on to each section by clicking each icon.

See unit contents

To see unit contents click on “My Courses” icon in the welcome page and the list of all units will appear as shown in the figure below.

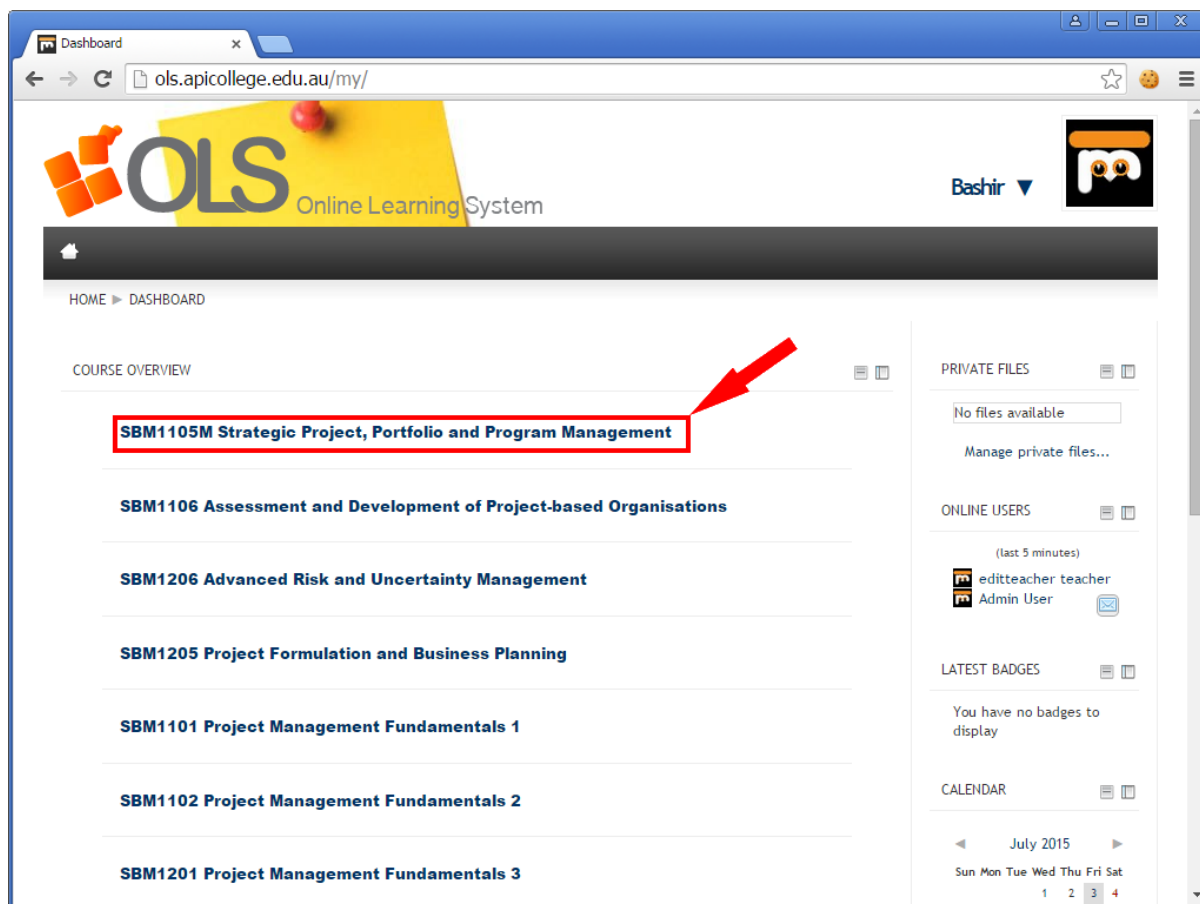


Figure 3 Course Page - Units

By clicking on each unit title you will see all unit contents in the unit page as per below.

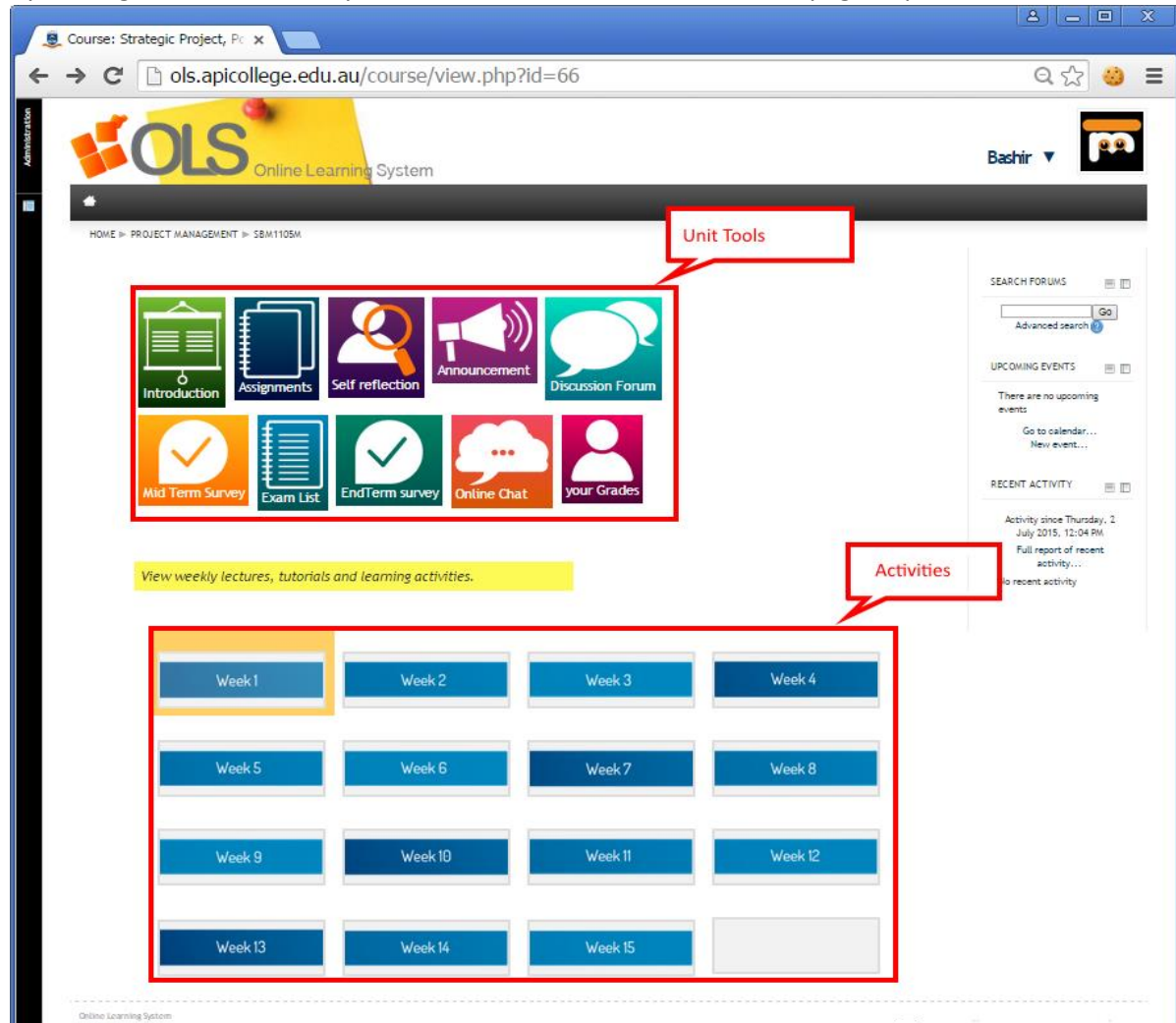


Figure 4 - Unit Page - contents

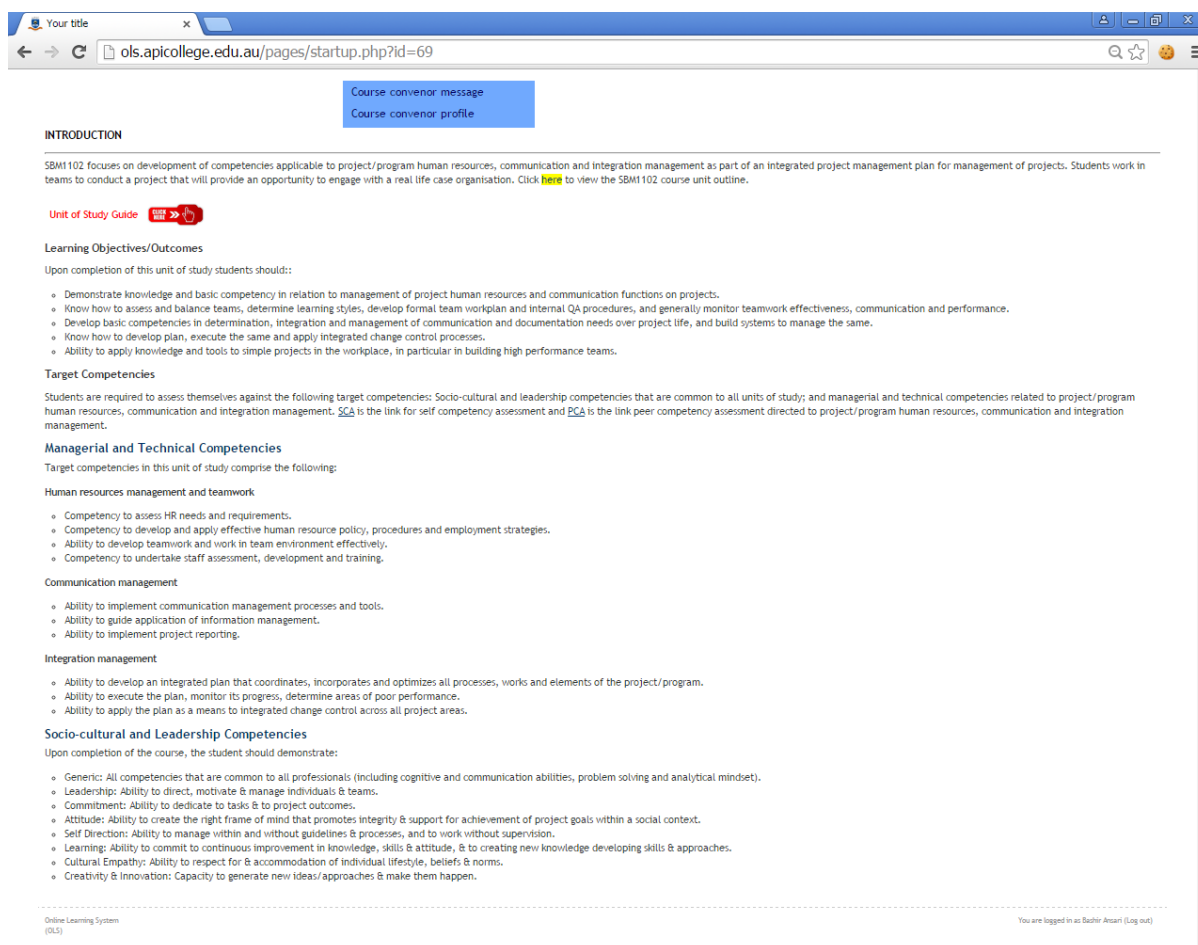
As you can see in the above figure there are two main sections in the unit page Unit Tools and Activities.

Unit Tools

We will introduce some important items in the Unit tools section.

Introduction

By clicking on Introduction icon you will be redirected to the Unit Introduction page as per the figure below.



INTRODUCTION

SBM1102 focuses on development of competencies applicable to project/program human resources, communication and integration management as part of an integrated project management plan for management of projects. Students work in teams to conduct a project that will provide an opportunity to engage with a real life case organisation. Click [here](#) to view the SBM1102 course unit outline.

Unit of Study Guide

Learning Objectives/Outcomes

Upon completion of this unit of study students should:

- Demonstrate knowledge and basic competency in relation to management of project human resources and communication functions on projects.
- Know how to assess and balance teams, determine learning styles, develop formal team workplan and internal QA procedures, and generally monitor teamwork effectiveness, communication and performance.
- Develop basic competencies in determination, integration and management of communication and documentation needs over project life, and build systems to manage the same.
- Know how to develop plan, execute the same and apply integrated change control processes.
- Ability to apply knowledge and tools to simple projects in the workplace, in particular in building high performance teams.

Target Competencies

Students are required to assess themselves against the following target competencies: Socio-cultural and leadership competencies that are common to all units of study; and managerial and technical competencies related to project/program human resources, communication and integration management. [SCA](#) is the link for self competency assessment and [PCA](#) is the link peer competency assessment directed to project/program human resources, communication and integration management.

Managerial and Technical Competencies

Target competencies in this unit of study comprise the following:

Human resources management and teamwork

- Competency to assess HR needs and requirements.
- Competency to develop and apply effective human resource policy, procedures and employment strategies.
- Ability to develop teamwork and work in team environment effectively.
- Competency to undertake staff assessment, development and training.

Communication management

- Ability to implement communication management processes and tools.
- Ability to guide application of information management.
- Ability to implement project reporting.

Integration management

- Ability to develop an integrated plan that coordinates, incorporates and optimizes all processes, works and elements of the project/program.
- Ability to execute the plan, monitor its progress, determine areas of poor performance.
- Ability to apply the plan as a means to integrated change control across all project areas.

Socio-cultural and Leadership Competencies

Upon completion of the course, the student should demonstrate:

- Generic: All competencies that are common to all professionals (including cognitive and communication abilities, problem solving and analytical mindset).
- Leadership: Ability to direct, motivate & manage individuals & teams.
- Commitment: Ability to dedicate to tasks & to project outcomes.
- Attitude: Ability to create the right frame of mind that promotes integrity & support for achievement of project goals within a social context.
- Self Direction: Ability to manage within and without guidelines & processes, and to work without supervision.
- Learning: Ability to commit to continuous improvement in knowledge, skills & attitude, & to creating new knowledge developing skills & approaches.
- Cultural Empathy: Ability to respect for & accommodation of individual lifestyle, beliefs & norms.
- Creativity & Innovation: Capacity to generate new ideas/approaches & make them happen.

Online Learning System (OLS) You are logged in as Sachin Arsan (Log out)

Figure 5 - Unit Introduction

You can view whole unit instruction in this page and you can find “course outline” document and “Unit of Study Guide” document.

Assignments

During the term you need to submit some assignments according to teacher’s guide.

To submit an assignment click on Assignments icon in the unit content page (Figure 4 - Unit Page - contents) you will then see the page below.

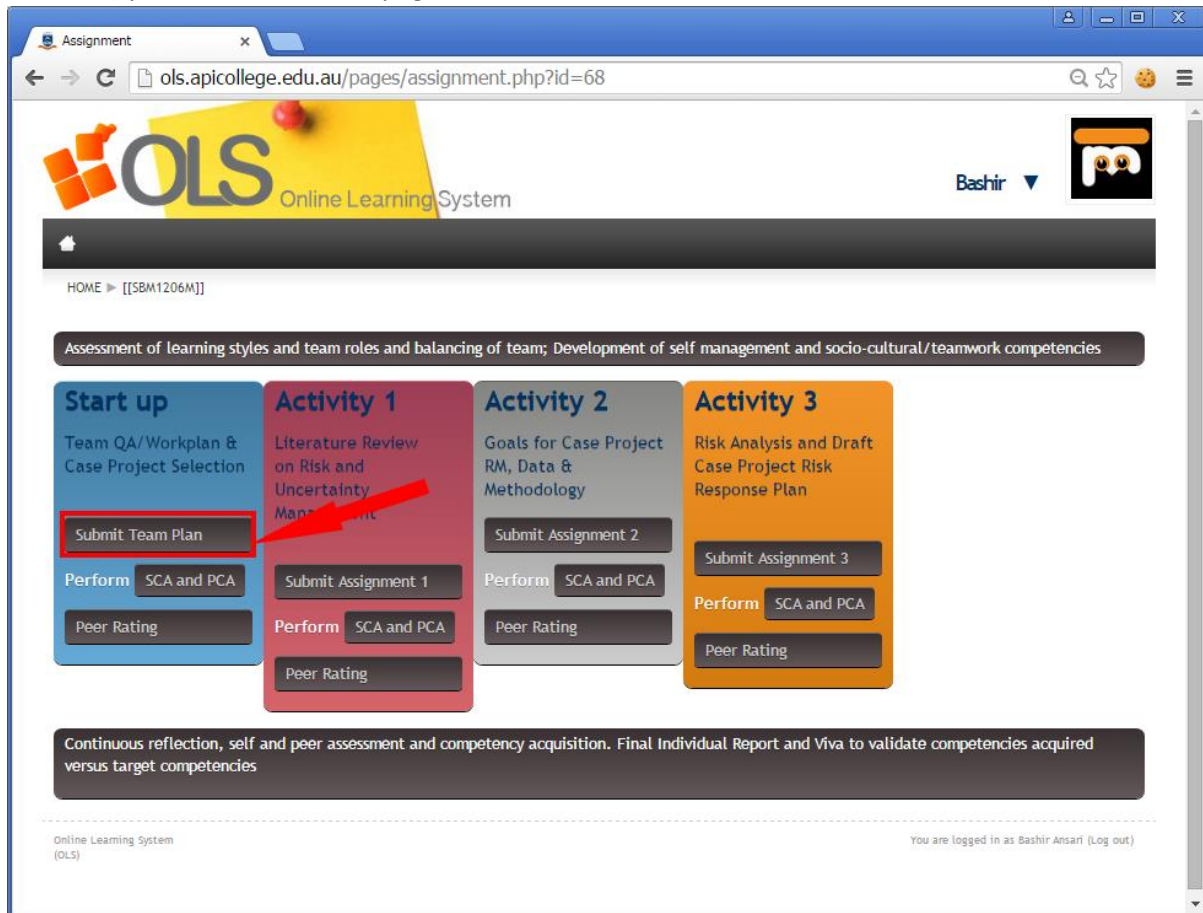


Figure 6 - Assignments

In this page you can view the list of assignments for each unit. Assignment submission process is the same for all activities but should be done at different times according to the teacher's guide.

We will show the submission process in one activity for demonstration.

Click on "Submit Team Plan" or "Submit Assignment 1/2/3" buttons to go to the assignment page and you will view the figure below

The screenshot shows a web browser window with the URL `ols.apiccollege.edu.au/mod/turnitintooltwo/view.php?id=6055`. The page header includes the OLS logo and the user's name 'Bashir'. The breadcrumb trail is: HOME > CPD1102 > L & D PLANNER > TURNITIN ASSIGNMENTS > L & D PLANNER. Below this, it says 'Separate groups: All participants' and 'My Submissions'. The main content area is titled 'Part 1' and contains a table with the following data:

Title	Start Date	Due Date	Post Date	Marks Available
L & D Planner (Part 1)	9 Jul 2015 - 08:16	16 Jul 2015 - 08:16	16 Jul 2015 - 08:16	100

Below the table, there is a 'Refresh Submissions' button. A second table shows submission details:

Submission Title	Turnitin Paper ID	Submitted	Similarity
--	--	--	--

In the bottom right corner of the submission table, there is a 'Submit Paper' link with a document icon, which is highlighted with a red box and a red arrow. At the bottom of the page, it says 'Online Learning System (OLS)' and 'You are logged in as Bashir Ansari (Log out)'.

Figure 7 Assignment Page

In this page you can view the assignment Title, Start Date and other related information. Click on “Submit Paper” link to start submission.

If it's the initial time you are submitting you will see the below screen, after the first time you will see assignment upload page.

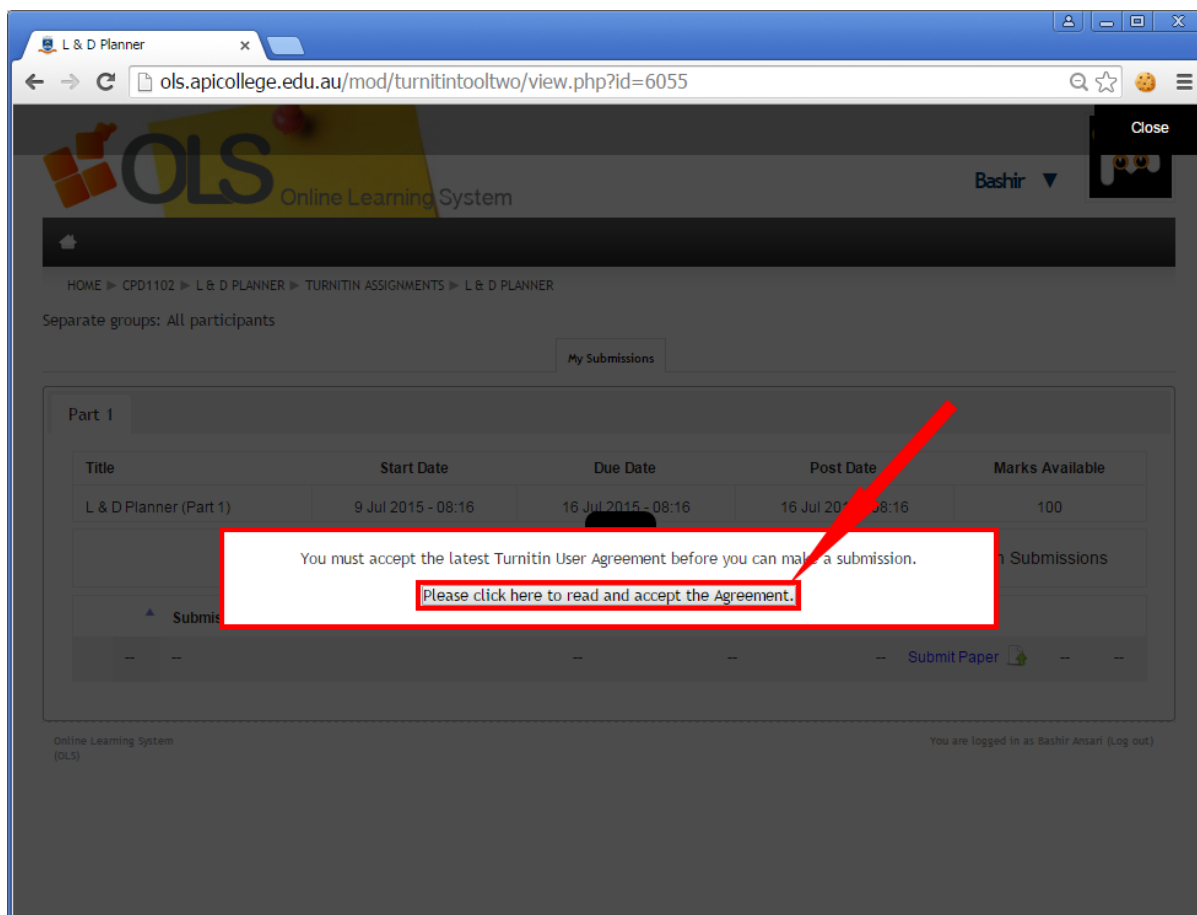


Figure 8 Assignment - show agreement

As you can see in the above figure you should click on “Please click here to read and accept the agreement” button to read agreement and accept it. When you click on this button you will see the page below.

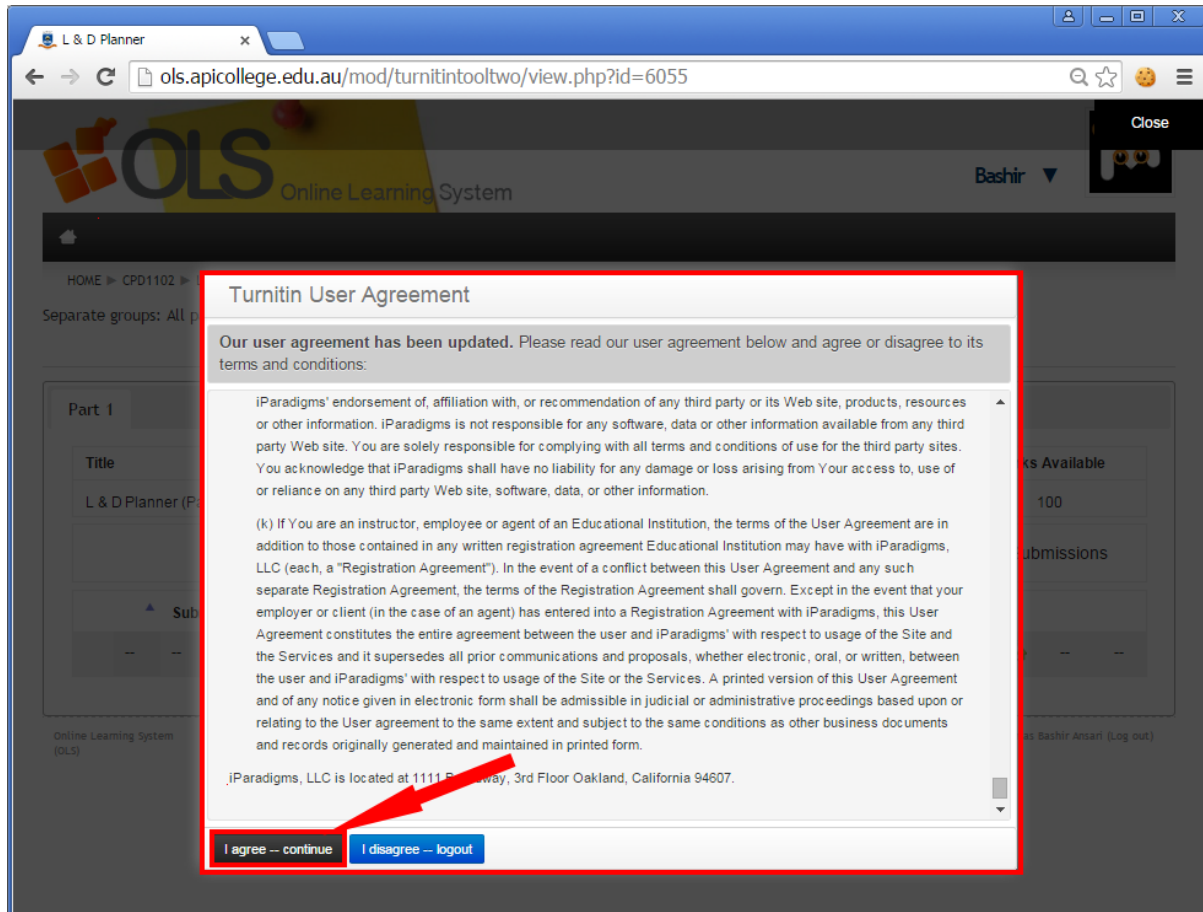
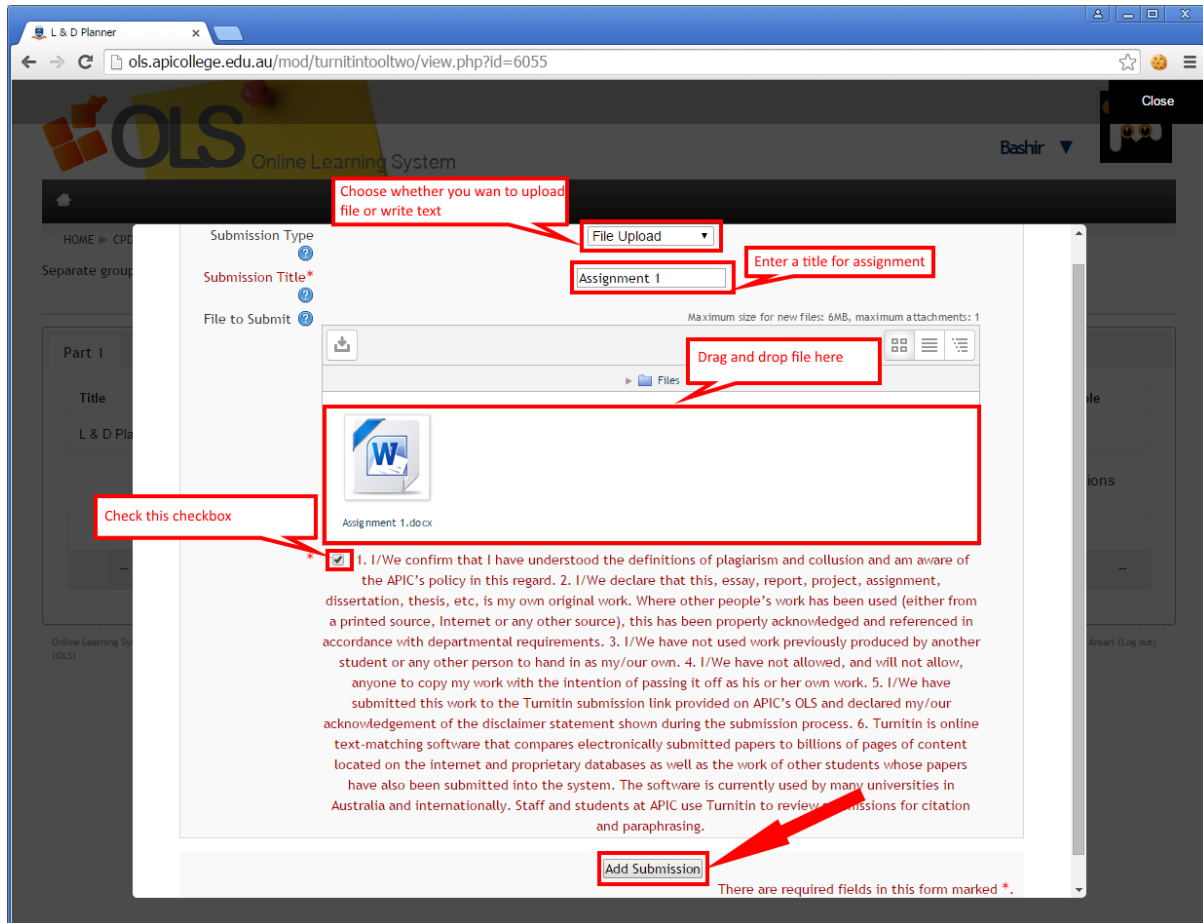


Figure 9 Assignment agreement

In the above figure you should read the agreement and click on “I agree – continue” button to start uploading agreement.

Please note the Agreement process may take about 1 or 2 minutes and you will be asked to see the agreement if you try to submit another assignment, in this case just wait for 1 minute and try again.

After the agreement is submitted you will see the Assignment upload page.



The screenshot shows the 'Assignment upload page' in the OLS system. The page is titled 'Assignment 1' and includes a 'Submission Type' dropdown menu set to 'File Upload'. A text box for 'Submission Title*' contains 'Assignment 1'. A 'File to Submit' section shows a file named 'Assignment 1.docx' being uploaded. A checkbox labeled 'I confirm that I have understood the definitions of plagiarism and collusion and am aware of the APIC's policy in this regard.' is checked. A red arrow points to the 'Add Submission' button at the bottom. Red annotations with boxes and arrows highlight the following elements:

- 'Choose whether you want to upload file or write text' pointing to the 'File Upload' dropdown.
- 'Enter a title for assignment' pointing to the 'Submission Title*' text box.
- 'Drag and drop file here' pointing to the file upload area.
- 'Check this checkbox' pointing to the confirmation checkbox.
- 'Add Submission' button at the bottom.

There are required fields in this form marked *.

Figure 10 Assignment upload page

In this page as you can view the above figure. At first you should select whether you want to upload a file or write/paste a text, then type title for submission. If you have selected to upload a file you can drag and drop your file to the area shown in the above figure otherwise If you choose to submit a paper text you will see the figure below

The screenshot shows the 'Submit Paper' form in the OLS system. The form is titled 'Submit Paper' and has a dropdown menu for 'Text Submission' and a text input field for 'Assignment 1'. A large text area is labeled 'Assignment 1 paper :'. Below the text area is a checkbox labeled 'I confirm that I have understood the definitions of plagiarism and collusion and am aware of the APIC's policy in this regard.' and a paragraph of text explaining the policy. At the bottom of the form is an 'Add Submission' button. Red callout boxes and arrows highlight the following elements:

- 'Choose whether you want to upload file or write text' pointing to the 'Text Submission' dropdown.
- 'Enter a title for assignment' pointing to the 'Assignment 1' text input field.
- 'Write text for submission here' pointing to the 'Assignment 1 paper :' text area.
- 'Check this checkbox' pointing to the confirmation checkbox.
- 'Add Submission' pointing to the 'Add Submission' button.

Figure 11 Assignment submit text

In this page you should type a text or copy and paste the text for the assignment instead of uploading a file.

After uploading a file or writing text you should check the checkbox below the upload area/textbox and then the "Add submission" button will be enabled and you can click on that.

When you click on "Add submission" it takes a while to submit and process your assignment. Upon completion you will see a confirmation page containing an electronic receipt number.

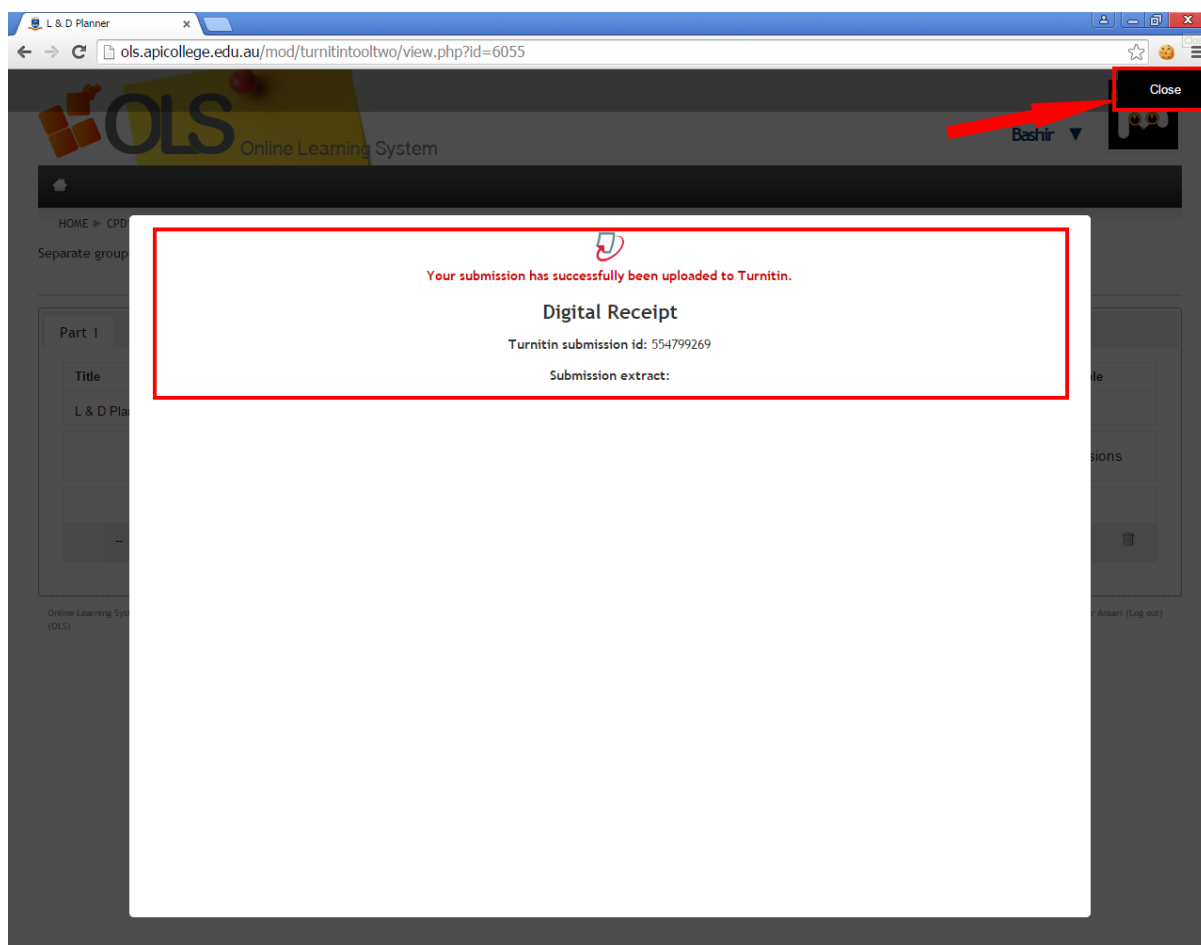


Figure 12 Assignment Receipt

After you see the above figure click on the “close button” on the top right of the screen or click anywhere in the dark shaded area to close the page and see the list of assignments.

You will see the below page

The screenshot shows the OLS Turnitin assignment submission interface. At the top, there's a navigation bar with the OLS logo and user information (Bashir). Below it, a breadcrumb trail shows the path: HOME > CPD1102 > L & D PLANNER > TURNITIN ASSIGNMENTS > L & D. A tab labeled 'My Submissions' is active. The main content area is titled 'Part 1' and contains a table with assignment details. Below the table, there's a submission list with a row for 'Assignment 1'. Red callout boxes highlight the following elements:

- Refresh list and status**: Points to the top right of the submission list.
- Refresh Submissions**: Points to a circular refresh icon.
- Report result**: Points to a button next to the submission.
- Resubmit**: Points to a button next to the submission.
- Submit Paper**: Points to a button with a paper icon.
- Download file**: Points to a button with a download icon.
- view document**: Points to a button with a document icon.

Title	Start Date	Due Date	Post Date	Marks Available
L & D Planner (Part 1)	9 Jul 2015 - 08:16	16 Jul 2015 - 08:16	16 Jul 2015 - 08:16	100

Submission Title	Turnitin Paper ID	Submitted	Similarity
Assignment 1	554799269	9/07/15, 15:47	Pending

Figure 13 - Assignment status

If you cannot see your assignment, click the “Refresh Submissions” button. In this page you can see the assignment information and submission status. You can view similarity status, resubmit assignment, view or download an uploaded file.

Please note that Turnitin locks the visibility of the similarity report for 24 hours, this prevents students from “gaming” the system by re-submitting every couple of minutes with small changes, as you can see in the figure above the similarity status in “Pending”, in this case you should wait 24 hours from the submit date to see the similarity report.

Please refer to “Appendix 1 – Similarity report” to see more about similarity report.

Self-reflection

By using this tool you can upload your self-reflection results into the system so that teacher can see.

By clicking on Self Reflection icon you will see the page below

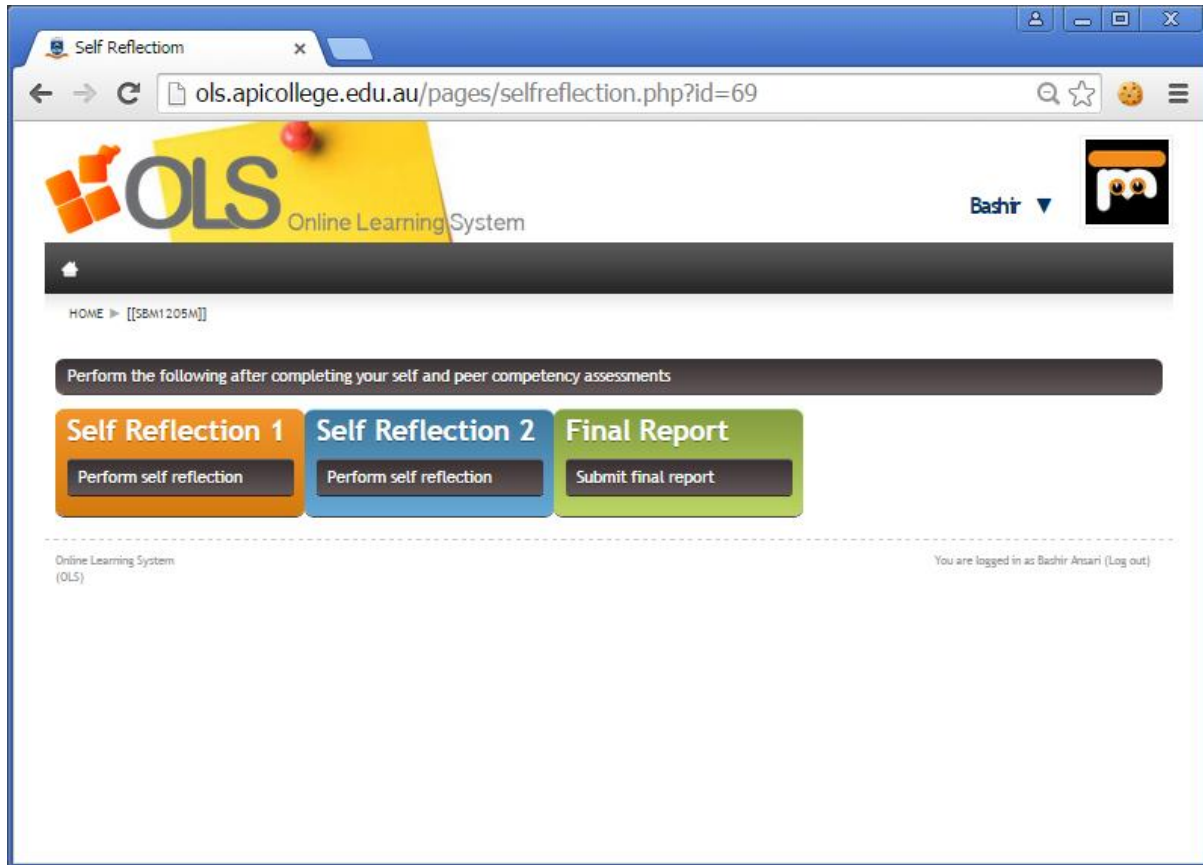
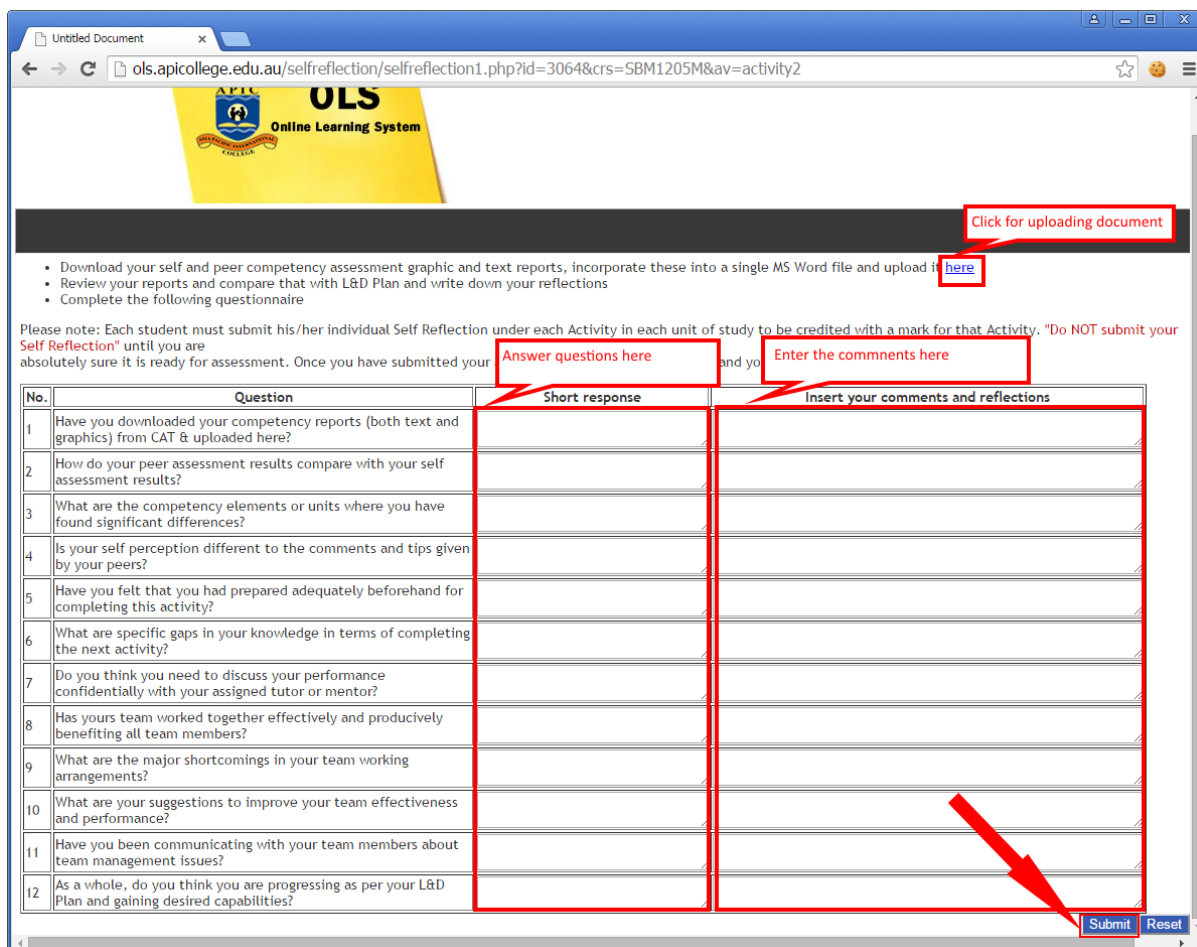


Figure 14 - Self Reflection

In this page you can see 3 items “Self Reflection 1”, “Self Reflection 2” and “Final Report”.

All of these items work exactly the same but should go through these items one by one in different times according to your teacher’s guide.

We will go through one of these items for demonstration. By clicking on each of these items you will be redirected to a page as shown in the figure below.



Click for uploading document

- Download your self and peer competency assessment graphic and text reports, incorporate these into a single MS Word file and upload it [here](#)
- Review your reports and compare that with L&D Plan and write down your reflections
- Complete the following questionnaire

Please note: Each student must submit his/her individual Self Reflection under each Activity in each unit of study to be credited with a mark for that Activity. "Do NOT submit your Self Reflection" until you are absolutely sure it is ready for assessment. Once you have submitted your and you

Answer questions here

Enter the comments here

No.	Question	Short response	Insert your comments and reflections
1	Have you downloaded your competency reports (both text and graphics) from CAT & uploaded here?		
2	How do your peer assessment results compare with your self assessment results?		
3	What are the competency elements or units where you have found significant differences?		
4	Is your self perception different to the comments and tips given by your peers?		
5	Have you felt that you had prepared adequately beforehand for completing this activity?		
6	What are specific gaps in your knowledge in terms of completing the next activity?		
7	Do you think you need to discuss your performance confidentially with your assigned tutor or mentor?		
8	Has your team worked together effectively and productively benefiting all team members?		
9	What are the major shortcomings in your team working arrangements?		
10	What are your suggestions to improve your team effectiveness and performance?		
11	Have you been communicating with your team members about team management issues?		
12	As a whole, do you think you are progressing as per your L&D Plan and gaining desired capabilities?		

Submit Reset

Figure 15 - Self Reflection Questions

In this page you should do two things, upload the self-reflection report file and answers to the questions.

Uploading Self-reflection report file

For uploading self-reflection report file click on the link show in "Figure 15 - Self Reflection Questions" and you will be redirected to the submission page as shown in the figure below

Self Reflection

Assignment

ols.apicollege.edu.au/mod/assign/view.php?id=3822

OLS Online Learning System

Bashir

HOME > SBM1206M > SELF REFLECTION 1

Self Reflection 1

- Download your self and peer competency assessment graphic and text reports, incorporate these into a single MS Word file and upload it
- Review your reports and compare that with L&D Plan and write down your reflections
- Complete the following questionnaire

Please note: Each student must submit his/her individual Self Reflection under each Activity in each unit of study to be credited with a mark for that Activity

Submission status

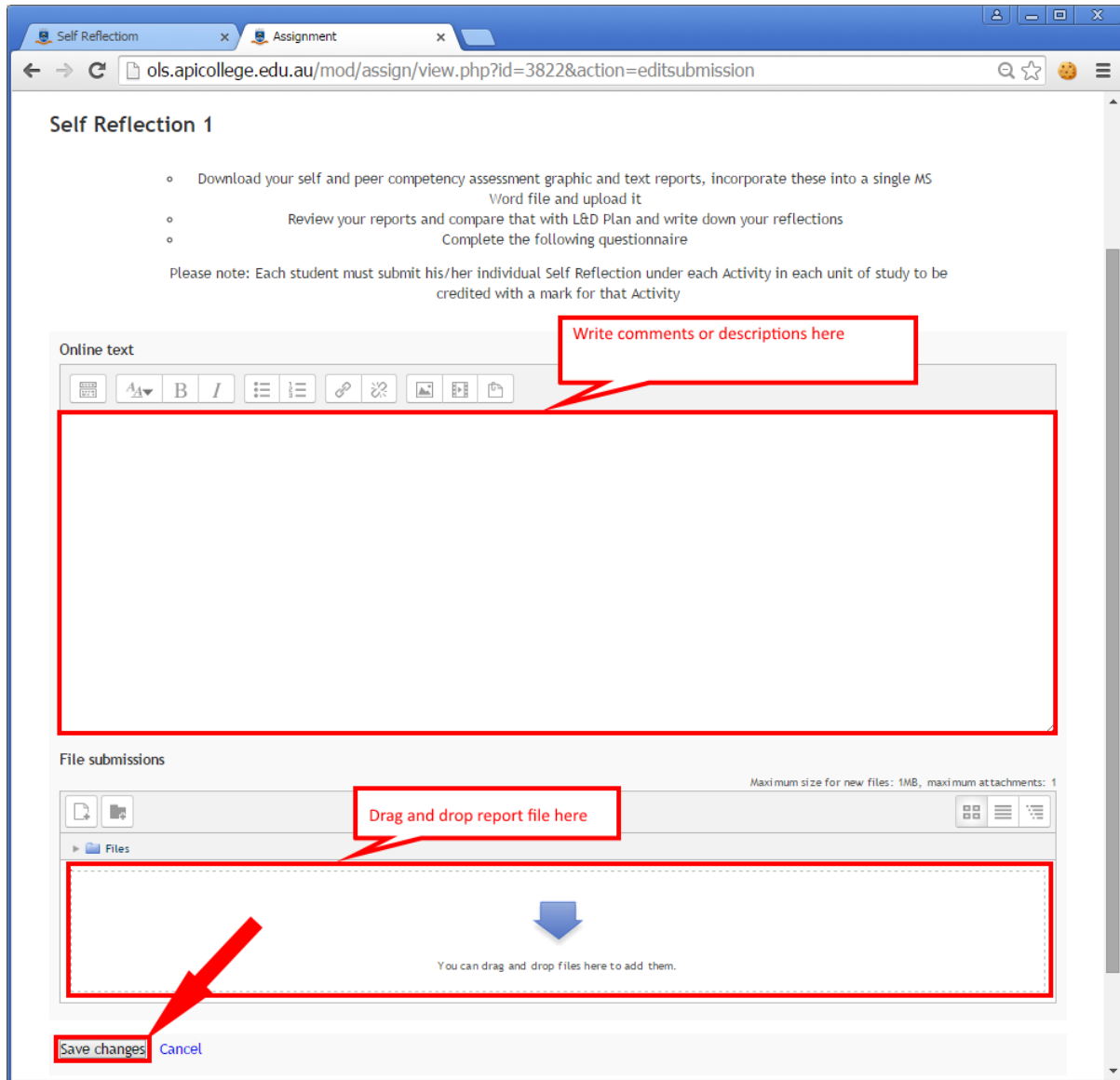
Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Monday, 29 June 2015, 12:00 AM
Time remaining	Assignment is overdue by: 10 days 11 hours
Last modified	Tuesday, 7 July 2015, 11:14 AM
Submission comments	Comments (0)

Add submission

Make changes to your submission

Figure 16 Self Reflection - Submission page

Then click on “Add submission” button to go to the file upload page



Self Reflection 1

- Download your self and peer competency assessment graphic and text reports, incorporate these into a single MS Word file and upload it
- Review your reports and compare that with L&D Plan and write down your reflections
- Complete the following questionnaire

Please note: Each student must submit his/her individual Self Reflection under each Activity in each unit of study to be credited with a mark for that Activity

Online text

Write comments or descriptions here

File submissions

Maximum size for new files: 1MB, maximum attachments: 1

Drag and drop report file here

You can drag and drop files here to add them.

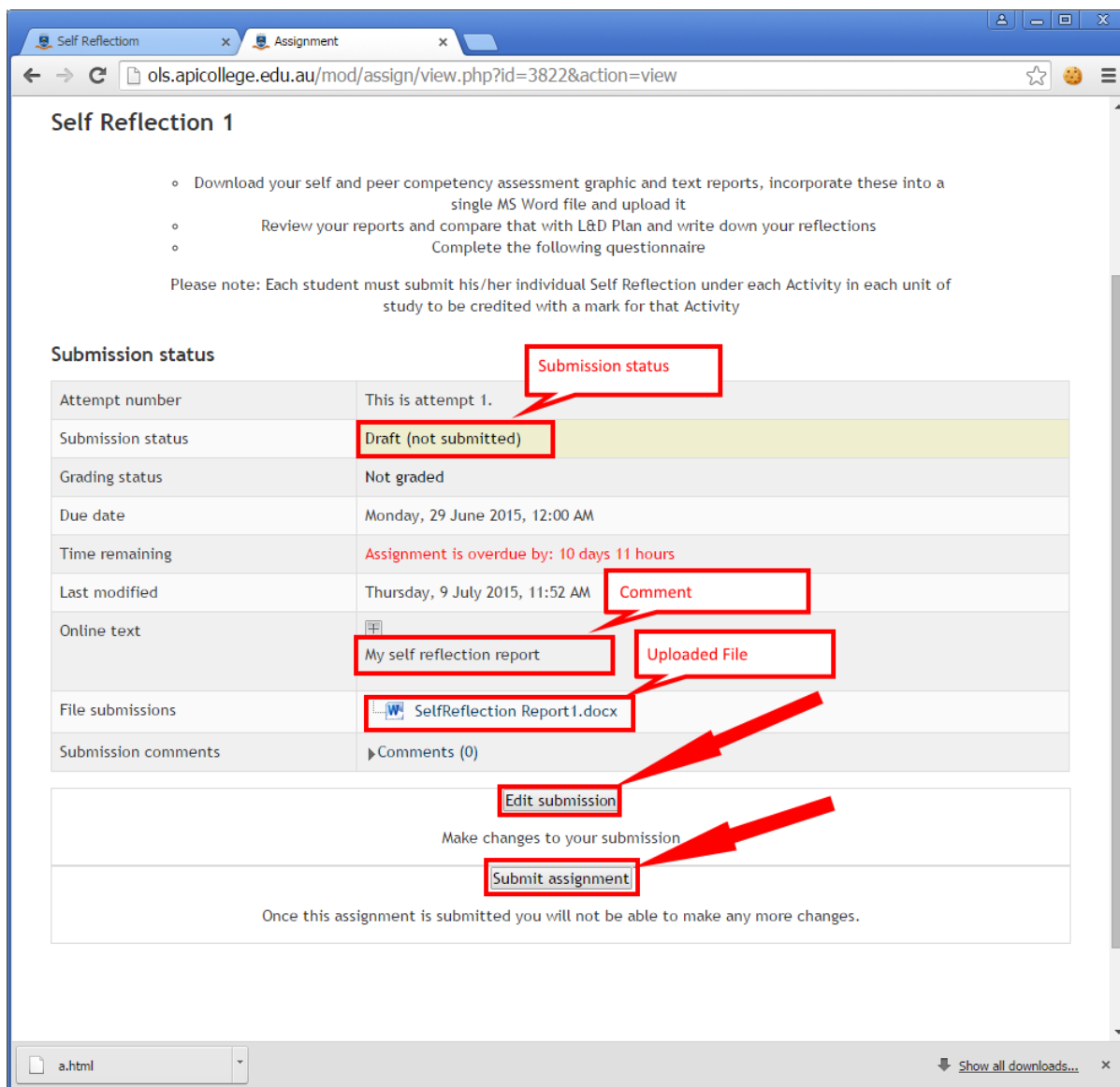
Save changes Cancel

Figure 17 Self Reflection - Report file upload page

In this page you can write any comment or description about your report and then upload your report file by using drag and drop to the area shown in the above figure.

Please note that the file should be MS word file (with "doc" or "docx" extension) and size of file should not exceed 6 Megabytes.

After file upload is finished click on "Save changes" button, then you will be redirected to the page below.



Self Reflection 1

- Download your self and peer competency assessment graphic and text reports, incorporate these into a single MS Word file and upload it
- Review your reports and compare that with L&D Plan and write down your reflections
- Complete the following questionnaire

Please note: Each student must submit his/her individual Self Reflection under each Activity in each unit of study to be credited with a mark for that Activity

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Monday, 29 June 2015, 12:00 AM
Time remaining	Assignment is overdue by: 10 days 11 hours
Last modified	Thursday, 9 July 2015, 11:52 AM
Online text	My self reflection report
File submissions	SelfReflection Report1.docx
Submission comments	Comments (0)

Edit submission
Make changes to your submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

Figure 18 Self Reflection file uploaded

In this page you can see the comment and file you have uploaded and as you can see the above figure submission is in a Draft state, so if you need to make any changes click on “Edit submission” button and then you will be redirected to the file upload page (Figure 18 Self Reflection file uploaded) again and you can make you changes.

If everything is okay click on “Submit assignment” button then you will be redirected to the confirmation page as shown in figure below

Self Reflection x ols.apicollege.edu.au/mod/assign/view.php?id=3822&action=submit

OLS Online Learning System Bashir

HOME > SBM1206M > SELF REFLECTION 1

Submit assignment

* ☒ This assignment is my own work, except where I have acknowledged the use of the works of other people.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

[Cancel](#)

There are required fields in this form marked *.

Online Learning System (OLS) You are logged in as Bashir Ansari (Log out)

In this page you should leave the checkbox ticked and then click in “Continue” button, Please note that after click on “Continue” button you would not be able to change that file again.

After you click the “Continue” button you will the below page

Self Reflection

Assignment

ols.apicollege.edu.au/mod/assign/view.php?id=3822&action=view

Self Reflection 1

- Download your self and peer competency assessment graphic and text reports, incorporate these into a single MS Word file and upload it
- Review your reports and compare that with L&D Plan and write down your reflections
- Complete the following questionnaire

Please note: Each student must submit his/her individual Self Reflection under each Activity in each unit of study to be credited with a mark for that Activity

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 29 June 2015, 12:00 AM
Time remaining	Assignment was submitted 10 days 12 hours late
Last modified	Thursday, 9 July 2015, 12:03 PM
Online text	My self reflection report
File submissions	SelfReflection Report 1.docx
Submission comments	Comments (0)

Figure 19 - Self-Reflection - Report Submitted

In this page you can see the comment and file you have uploaded. The submission is in “Submitted” status and you cannot change anything.

Announcement

In this section you can see the all the announcements about this unit.

Discussion forum

If there are any items for discussion according to the teacher's guide, you can use this tool to share your ideas with other classmates.

Midterm survey

You should submit a survey for every unit in the middle of the term.

By click on Midterm survey icon (in Figure 4 - Unit Page - contents) you will see the page below.

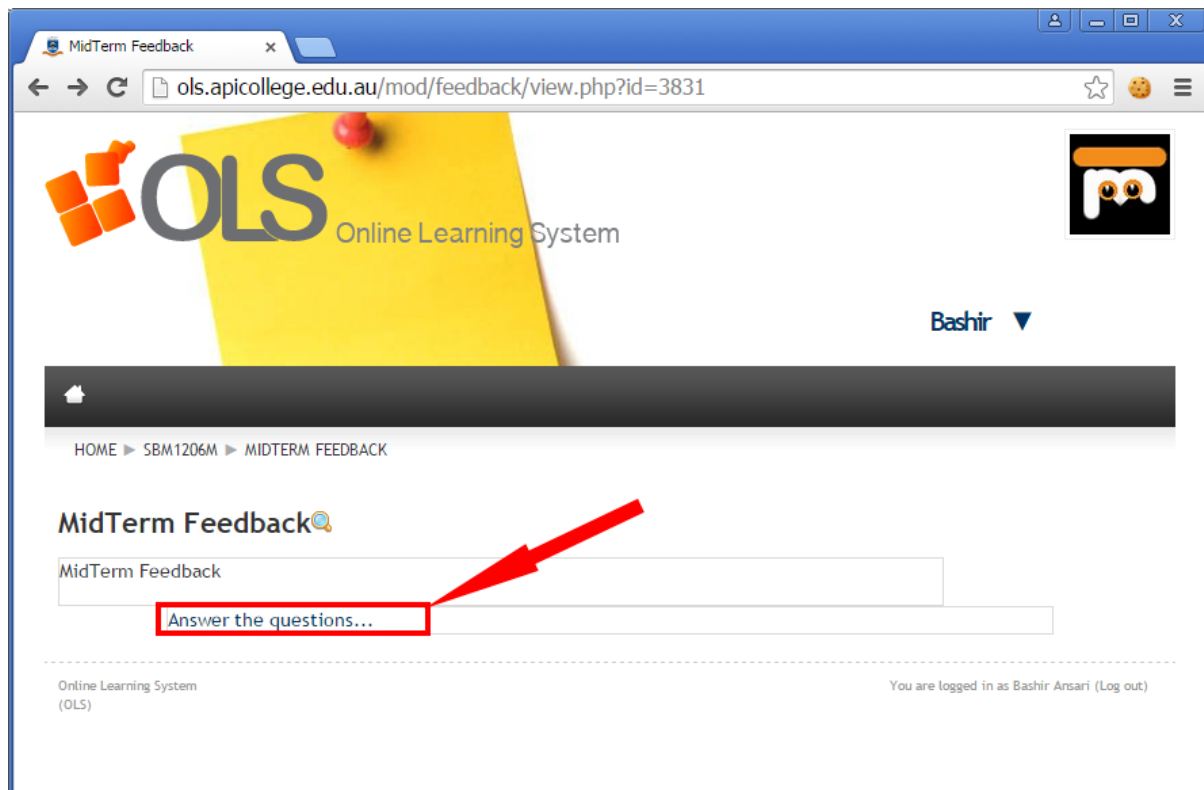


Figure 20 - Survey list

In this page you should click on the survey title (In this case "Answer the questions..." link) to see the questions as show in figure below.

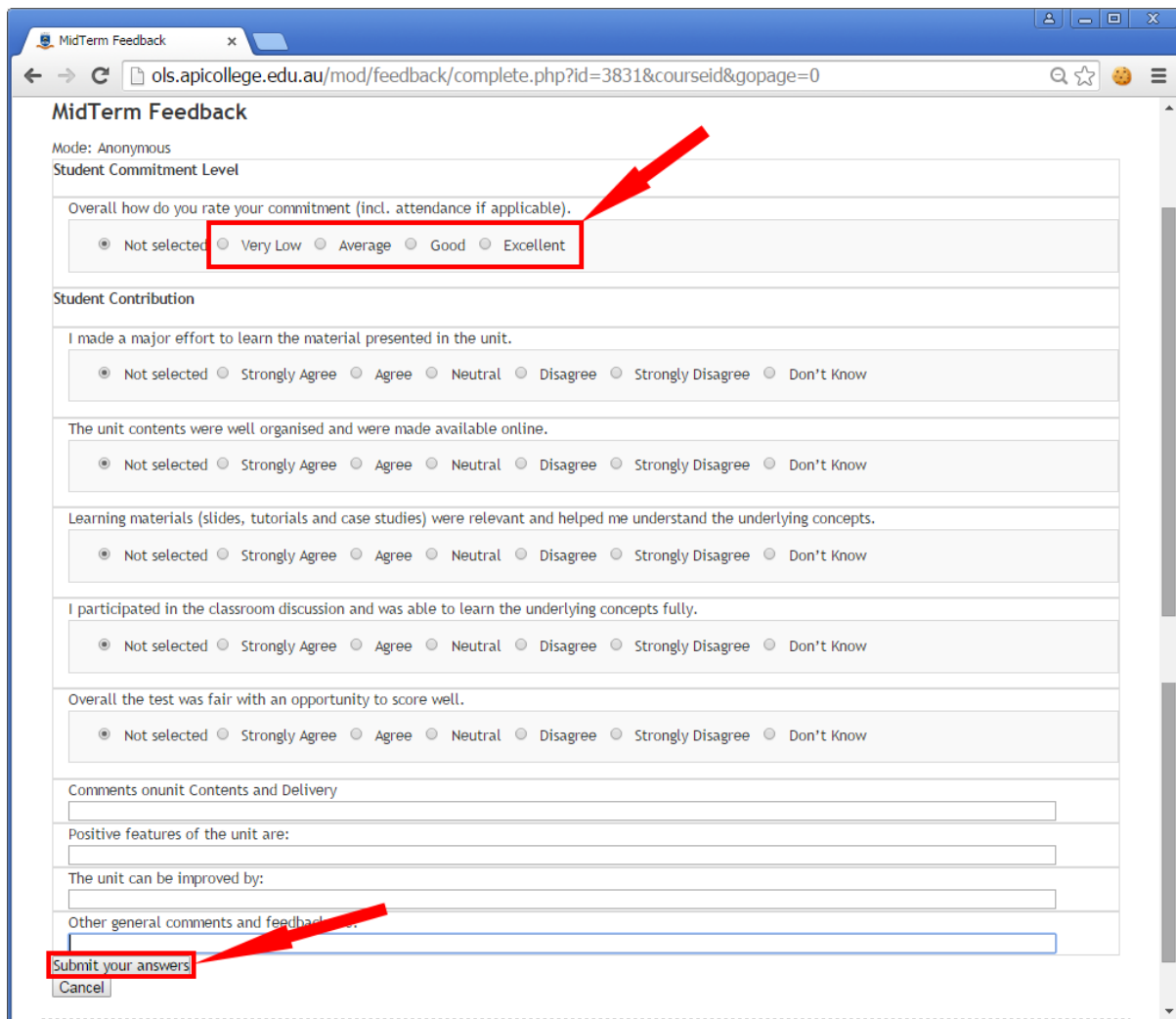


Figure 21 - Survey questions

Then start reading the questions carefully and select/write the appropriate answer for each question, click on "Submit your answers" button to complete the process.

Exam List

Process of taking a quiz

1. Click on the quiz link on the course homepage
2. Read the information about the quiz to make sure it is the correct quiz
3. Click on "Attempt quiz now" button - you will start the attempt
4. Click on the "Next" button at the bottom of the page to see the next page of questions
5. Click on the "flag" in the box next to the question to put a temporary marker on it
6. Notice the Quiz navigation block in the upper right corner
 1. You can jump to any question using it
 2. Any flagged questions will have a "red corner" in their box
 3. The question boxes for the current page are in bold
7. To finish the exam
 1. Click "Finish attempt" in the Quiz navigation block
 2. Or click on the "Next" button on the last page of the exam
8. The "Summary of attempt" page - reviews the questions
 1. It will tell you if you "have not yet answered" a question
 2. It will show you any questions that are still flagged
 3. Click on any question page number to return to the quiz
9. Click on "Submit all and finish" to have your quiz scored

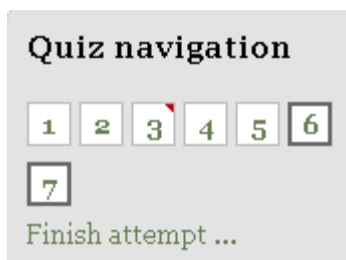
1. A warning will pop up "Once you submit, you will no longer be able to change your answers for this attempt."
2. There is a button to "Cancel"
3. There is a button to "Submit all and finish".

Most quizzes will give a student some sort of review of what they did.

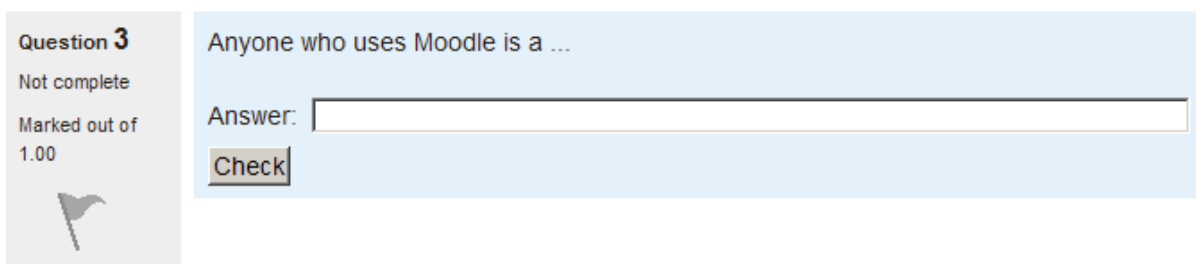
1. Notice in the Quiz navigation block:
 1. Those questions that were scored as correct are in "green",
 2. Those missed are in "red".
 3. Any questions flagged, will probably still be marked.
 4. "Show all questions on one page" link
 5. "Finish review" link
2. Questions answered correctly will have a green check mark next to your correct answer
3. Questions missed will have a red X mark next to your answer
4. The teacher may have the quiz
 1. Tell you the correct answer
 2. Give specific feedback to your answer on any question
 3. Give you general feedback on a question
 4. Give you overall feedback on your overall score

Pictures of what students might see

Quiz Navigation



Quiz unanswered question



Quiz missed question

Question 2
Incorrect
Mark 0.00 out of 1.00

Moodle is an acronym for *Modular Object-Oriented Dynamic Learning Environment*.

Select one:

☐ True

☒ False **X**

For further information, see the [documentation about Moodle](#).

The correct answer is 'True'.

Incorrect

Marks for this submission: 0.00/1.00.

End term survey

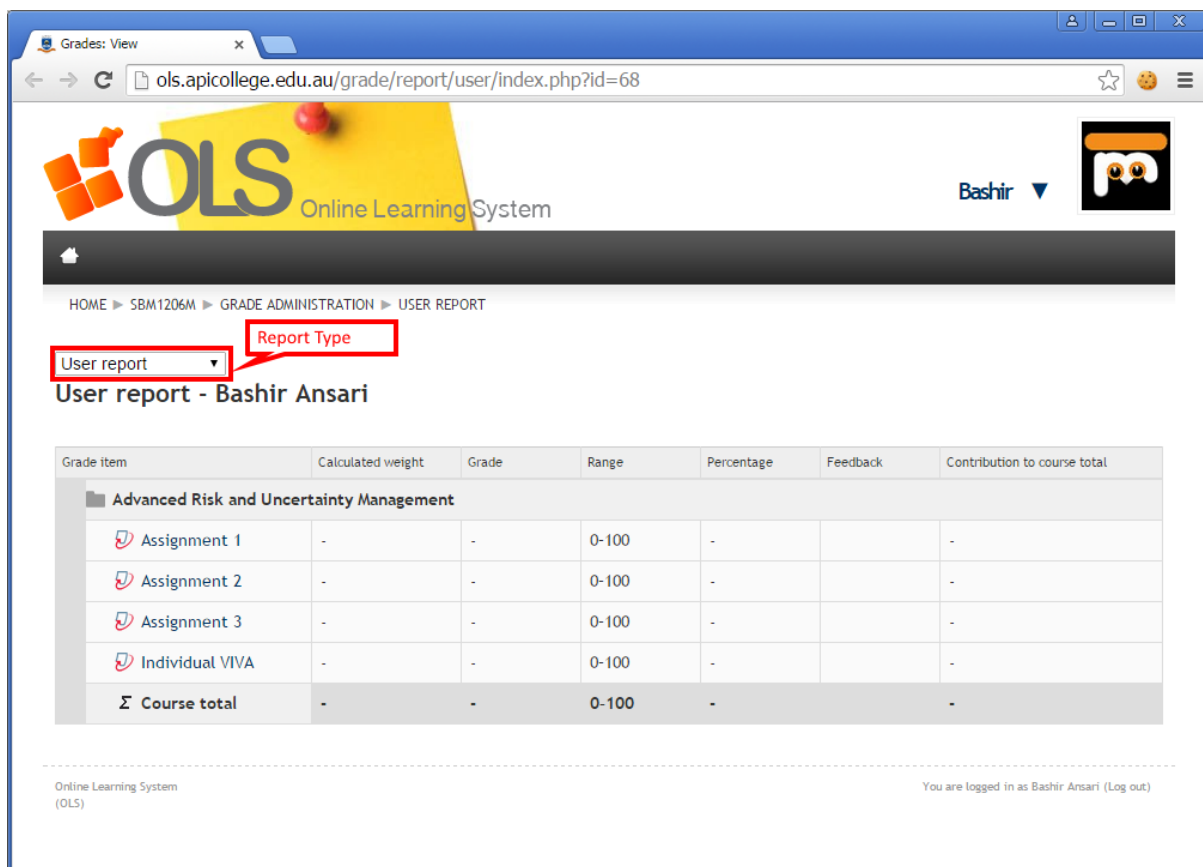
You should submit a survey for every unit at the end of term.

Start the End term survey by clicking the “End term survey” icon (in Figure 4 - Unit Page - contents) and then you can continue to choose and complete the survey as described in the Midterm survey section.

Online Chat

Your grades

After you have submitted your assignments you can see your grades by clicking on “Your Grades” icon in unit content page (Figure 4 - Unit Page - contents).



Grades: View x

ols.apiccollege.edu.au/grade/report/user/index.php?id=68

OLS Online Learning System

Bashir

HOME ► SBM1206M ► GRADE ADMINISTRATION ► USER REPORT

User report

Report Type

User report - Bashir Ansari

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Advanced Risk and Uncertainty Management						
Assignment 1	-	-	0-100	-		-
Assignment 2	-	-	0-100	-		-
Assignment 3	-	-	0-100	-		-
Individual VIVA	-	-	0-100	-		-
Σ Course total	-	-	0-100	-		-

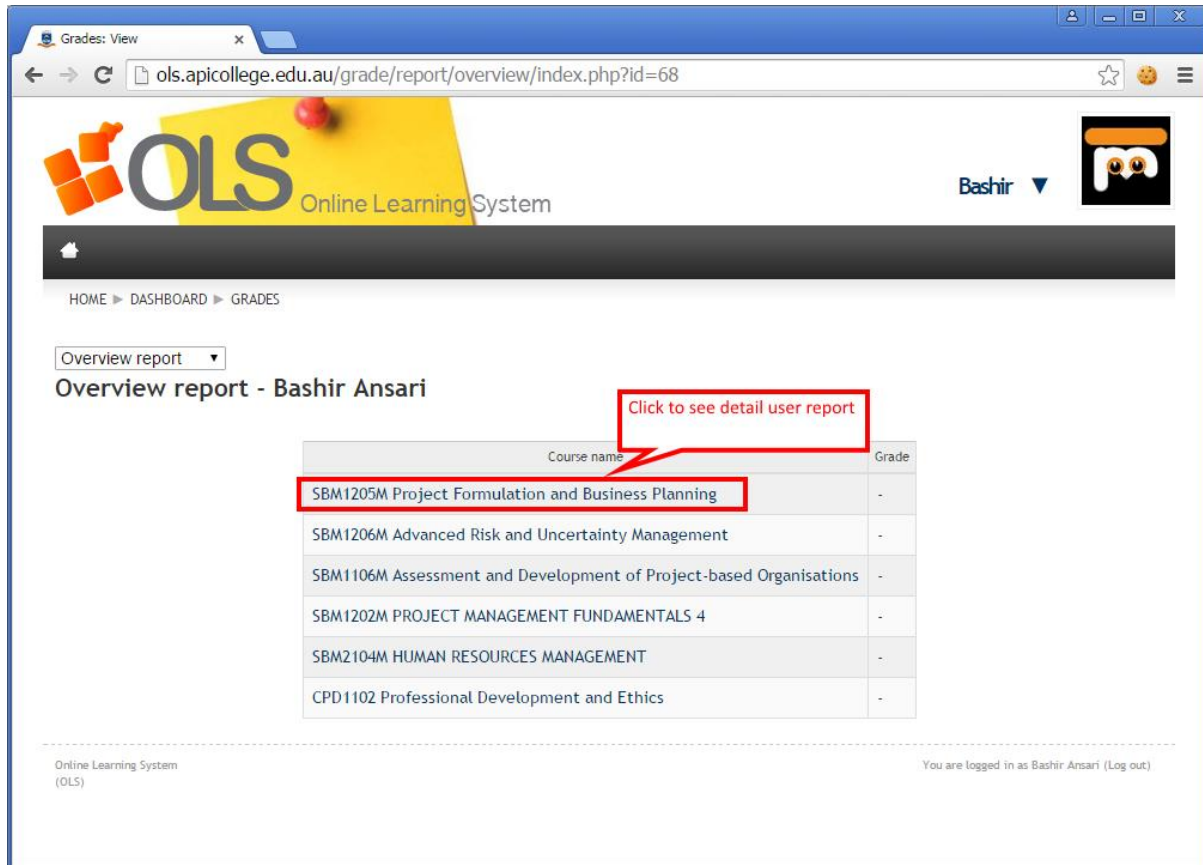
Online Learning System (OLS)

You are logged in as Bashir Ansari (Log out)

Figure 22 Grades - User report

In this page you can see the grades and feedback for each assignment and total grade for unit.

You can change the report type to “Overview report” to see all units total grade as shown in figure below.



Grades: View x

ols.apicollege.edu.au/grade/report/overview/index.php?id=68

OLS Online Learning System

Bashir ▼

HOME ► DASHBOARD ► GRADES

Overview report ▼

Overview report - Bashir Ansari

Click to see detail user report

Course name	Grade
SBM1205M Project Formulation and Business Planning	-
SBM1206M Advanced Risk and Uncertainty Management	-
SBM1106M Assessment and Development of Project-based Organisations	-
SBM1202M PROJECT MANAGEMENT FUNDAMENTALS 4	-
SBM2104M HUMAN RESOURCES MANAGEMENT	-
CPD1102 Professional Development and Ethics	-

Online Learning System (OLS)

You are logged in as Bashir Ansari (Log out)

Figure 23 Grades - Overview report

You can see your total grade in all units and go into detail of grading for each unit by clicking on the unit title as shown in figure above.

Unit Activities

You can see Unit activities in “Unit content” page (See unit contents). Unit activities are categorised on a weekly basis, therefore we have 16 weeks for each unit in each semester and activities and materials are provided separately for each week.

View weekly activities

In the unit content page (Figure 4 - Unit Page - contents) you can see each weeks activities and materials by clicking on the week icon.

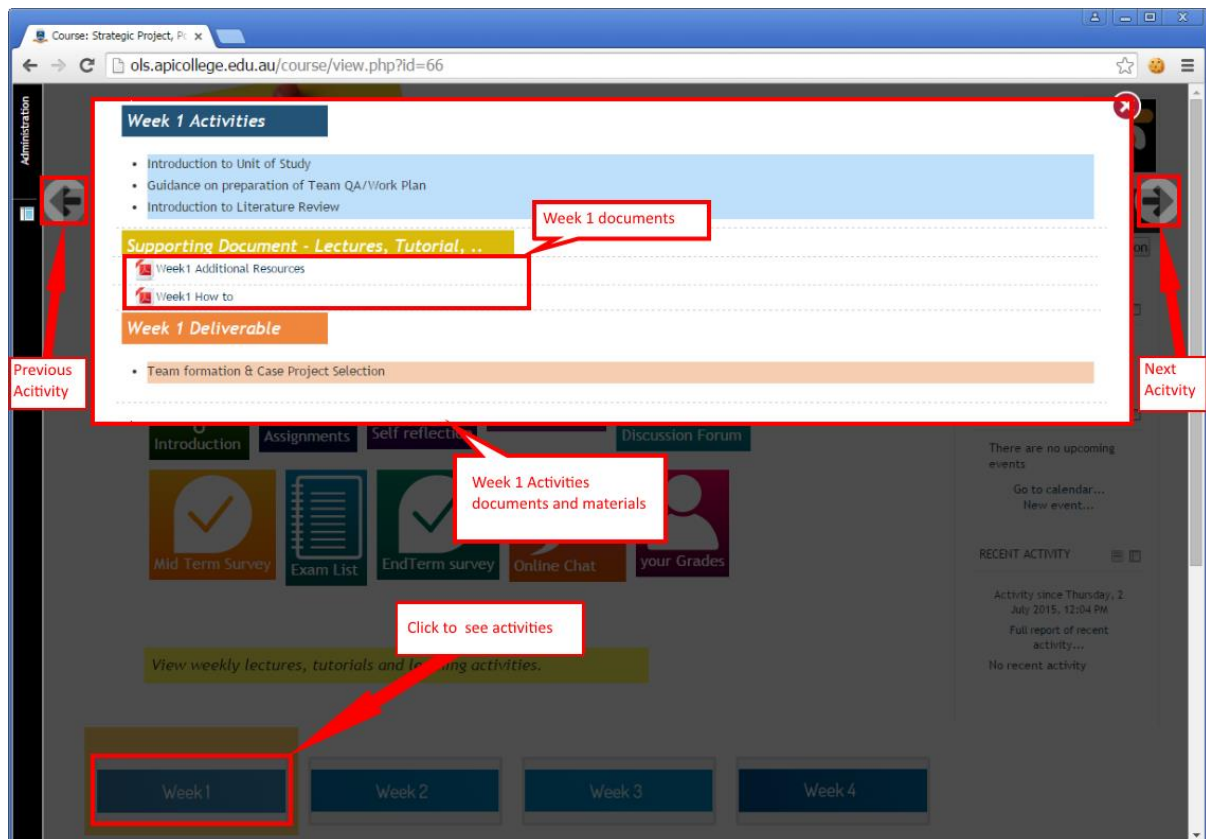


Figure 24 - Unit Page - View Week – Activities

You can see all the activities and documents needed for each week and see the next and previous week's activities as shown in the figure above.

Appendix 1 – Similarity report



Turnitin Student User Manual

Chapter 2: OriginalityCheck


Updated January 23, 2012

Introduction

Papers submitted to Turnitin may be compared against billions of internet documents, archived internet data that is no longer available on the live web, a local repository of previously submitted papers, and subscription repository of periodicals, journals, and publications. The comparison may be against any or all of these repositories as set on a specific assignment by the instructor of the class.

The comparison document is called an Originality Report. This document details the matching or similar text between a submission made on Turnitin and the documents the submission was compared against. This document is listed in the instructor's view of the class assignment inbox.


At the discretion of the instructor, student users may be able to view the Originality Reports for their own submissions on Turnitin. This is a preference that is selected on an assignment by assignment basis and may be updated at any time by the instructor. Only the instructor can change this setting.

 **Note:** If *Not Available* appears under the *Similarity* column for the assignment, then Originality Reports are not available to student users in this assignment. Students wishing to view or receive a copy of the Originality Report for their submissions must contact the instructor. The determination of authorizing access to this information is in the hands of the instructor and institution.



Originality Reports

The Originality Report provides a summary of matching or similar areas of text found in a submitted paper. When an Originality Report is available to be viewed an icon is placed in the *Similarity* column of the student class portfolio page. Originality Reports that have not finished generating will display the text processing within the *Similarity* column of the student class portfolio page.

 **Note:** Overwritten or resubmitted papers may not generate a new Originality Report for a full twenty four hours. This delay is automatic and allows resubmissions to correctly generate without matching to the previous draft.

The Originality Report icon shows a percentage and a corresponding color indicating on an index where this percentage falls in terms of matching content. This percentage is the Similarity Index.

The higher the percentage, the greater the amount of text in the submission that came up as matching against information in Turnitin's repositories. The percentage range runs from 0% to 100%. The percentage is generated by the amount of similar or matching text compared to the number of words in the submission in total.


The paper shown in the Originality Report is fully formatted and contains any images and graphs included in the original document.

Similarity Index

The color of the report icon is linked to one of five tiers of the Similarity Index. This is based on the amount of matching text found by the repository comparison. The possible similarity index percentage ranges are linked to a corresponding color:

- **blue** (no matching words)
- **green** (one matching word - 24% similarity index)
- **yellow** (25-49% similarity index)
- **orange** (50-74% similarity index)
- **red** (75-100% similarity index)

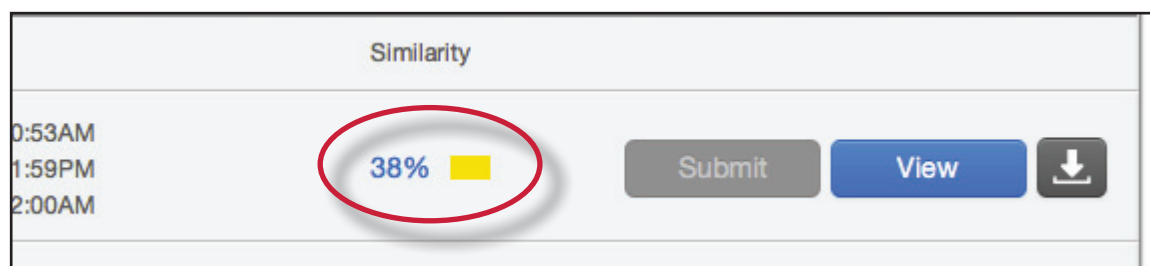
The overall similarity index and the corresponding color scaling of the icons provides a basic indication of how much information contained in a specific submission is matched to other sources in the Turnitin repository. This number is a raw amount of matching done against the repositories selected for the assignment the submission was made to. Direct quotation, citations, or bibliography areas of the paper are not automatically excluded. The decision to permanently exclude or disregard matches to these types of text in a paper is made solely by the instructor of the class.

 **Warning:** These indices in no way reflect Turnitin's assessment of whether a paper contains plagiarized material or improperly used material. The Originality Report provides instructors with a tool to more easily locate matching or similar text within the text of a submitted work. The determination and adjudication of proper citation and plagiarism are left solely to the instructor and institution to which the work was submitted. Any questions regarding the definition of plagiarism used at your institution should be directed to the instructor of the class or an appropriate institutional staff member.

Opening the Originality Report

Originality Reports are typically completed within ten to fifteen minutes of submissions. This report generation time may vary based on the extreme levels of usage that may occur during certain periods of the academic year or due to very large submissions.

If the Originality Report viewing preference is set by the instructor to allow students to access the reports, the Originality Report icon will allow the user to open the report.



Viewing Originality Reports

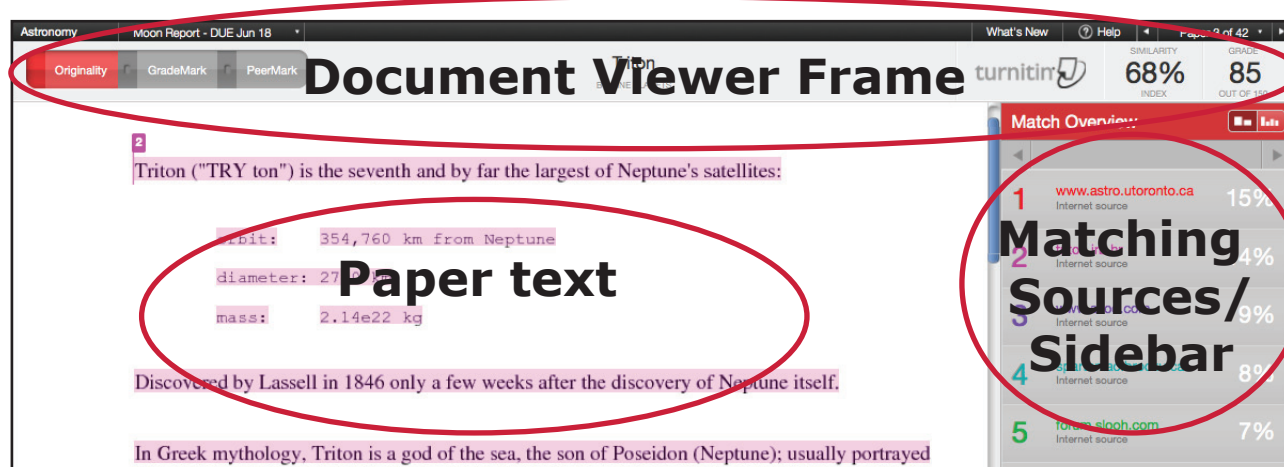
The Originality Report can be viewed in one of four modes. These modes allow users to view and sort the information contained in the Originality Report in ways better suited to their needs. The four viewing modes for an Originality Report are:

- **Match Overview** (show highest matches together): A list of all areas of the paper which have similarity to information in the Turnitin repository. Matches are color coded and listed from highest to lowest percentage of matching word area to the submission. Only the top or best matches are shown, all underlying matches are visible in the Match Breakdown and All Sources modes
- **All Sources**: Allows a user to view matches between the paper and a specific selected source in the Turnitin repositories. Contains a full list of all matches found rather than the best matches per area of similarity. This listing is exhaustive but will show all matches found, including any that are obscured in the Match Overview by virtue of being in the same or similar areas as other, better matches
- **Match Breakdown**: Displays matches that are obscured by a top source. Allows instructors to compare the match instance of a underlying source with the match instance for a top source
- **Direct Source Comparison**: An in depth view that shows an area of similarity compared side by side with a specific match from the Turnitin repositories. Not available on all types of repository matches

Originality Report Contents

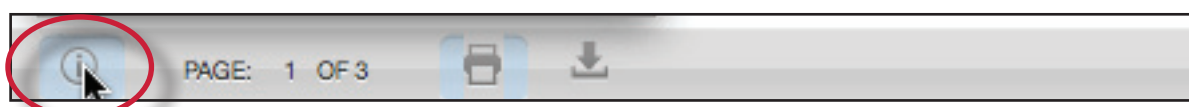
The Originality Report is separated into three main areas:

- **document viewer frame** - shows the Similarity Index for the report and the title and author of the paper
- **paper text** - the submitted paper text in its original formatting. Matching text is highlighted in a color that corresponds to the matching source listed on the right side of the Originality Report
- **matching sources/sidebar** - the list of matching sources for the highlighted areas of the paper text to the left. The sidebar also displays the Filter and Settings (exclusion options)



Paper Information

The paper information can be viewed by clicking on the information icon at the bottom left of the document viewer.

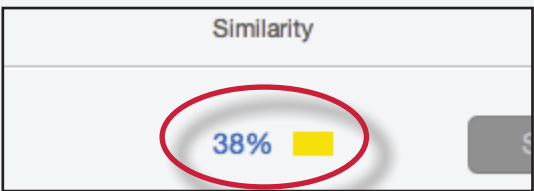
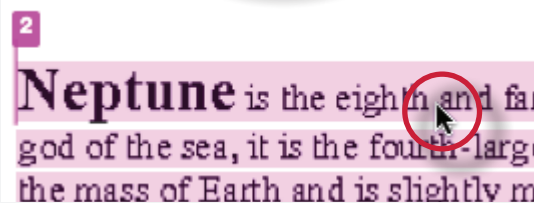
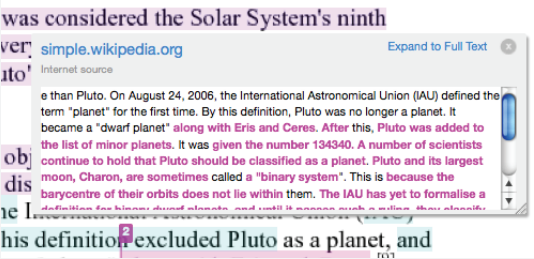

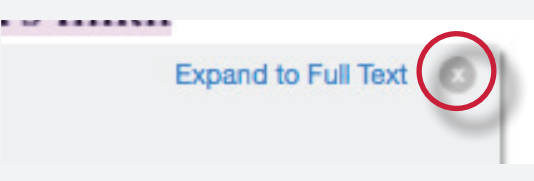
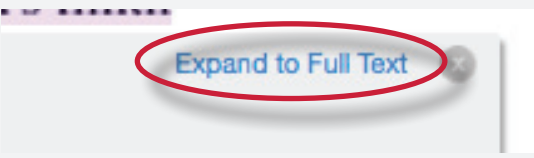



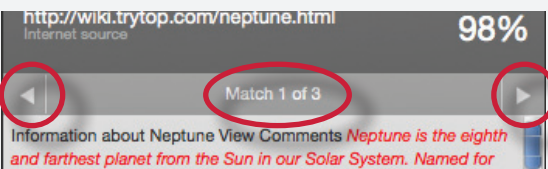
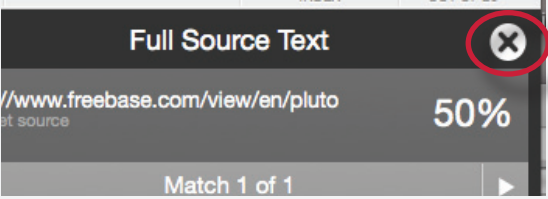
The paper information contains: the paper id, the date the paper was processed, the word count, the character count, the number of submissions to the assignment, the overall similarity index, and the three repository indices.

Direct Source Comparison

Direct Source Comparison, allows a user to quickly compare matching text to the source of the match in the Turnitin repositories. Matches to other student papers are not available for Direct Source Comparison viewing unless the students' are enrolled in your class. Using Direct Source Comparison can be done from the Match Overview or the All Sources view mode of the Originality Report.

Users can either view the Direct Source Comparison as a glimpse within the paper or as the Full Source Text within the sidebar. The glimpse only provides the matching text within context of a few outlying sentences from the source while the Full Source Text loads in the sidebar and contains the full text of the source and all the match instances.


Accessing direct source comparison:	
1. Open an Originality Report	
2. Click on a highlighted area of text on the left hand (student paper) side	
3. A pop-up window will appear above the highlighted text displaying the matching text within the source of the match	
4. (Optional) Clicking on the <i>url</i> link, available on live internet matches, brings up a view of the live web site within a new browser tab or window	
5a. Click on the "x" in the top right corner of the pop-up to close the window	
5b. To view the matching text within the full source click on the <i>Expand to Full Text</i> link	

Accessing direct source comparison:	
6. The <i>Full Source Text</i> view of the source will load into the sidebar	
7. If there are multiple matches to this source, click on the arrow icons to quickly navigate through the match instances	
8. To exit the <i>Full Source Text</i> View click on the “X” button	

Repository Sources

Turnitin utilizes multiple types of repository in the generation of the Originality Reports. There are currently three types of repository:

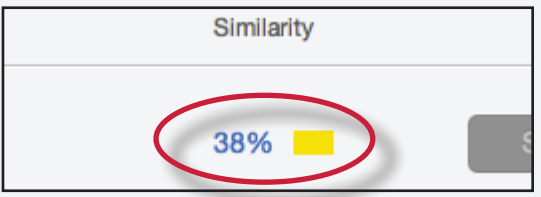

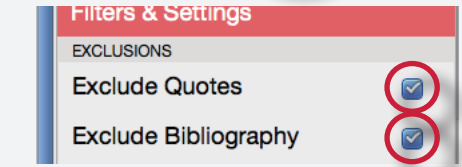
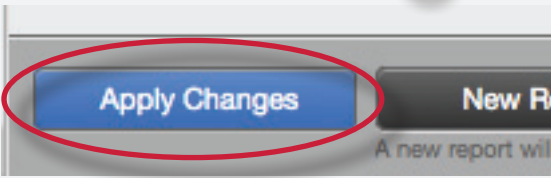
- **internet repository** - billions of active and archived web pages from the internet. Internet sources indicate a date of download on the Turnitin Originality Report if the match is not found on the most recent download of content from this site
- **periodicals** - a repository of frequently updated content from professional journals, periodicals, and publications
- **student paper repository** - a repository of papers previously submitted by Turnitin users
- **institution paper repository** - a collection of papers submitted to the institution's repository

 **Note:** If an area of submission text is matched to a source in the student paper repository on Turnitin, it will be listed as *student papers*. Direct Source Comparison is not available to students for student paper matches.

Excluding Quoted or Bibliographic Material

If quoted or bibliographic material is flagged as similar or matching, this information can be removed from the Originality Report. Students are only able to remove quoted or bibliographic material for the duration of the current view of the report. Permanent exclusion of this information must be handled by the instructor.

Please note that the functions for excluding material are approximate and human judgement is the final arbiter for proper quotation or bibliographic reference. Cited material cannot be excluded directly, and quotations can only be excluded if block-indentation or direct quotation marks (") begin and end the quotation.

Excluding quoted or bibliographic Matches:	
1. Open an Originality Report	
2. Click on the <i>Filter and Settings</i> icon	
3. To exclude Quoted or Bibliographic material click the check box next to the <i>Exclude Quotes</i> and <i>Exclude Bibliography</i> exclusion options	
4. Click on the <i>Apply Changes</i> button to save the settings	

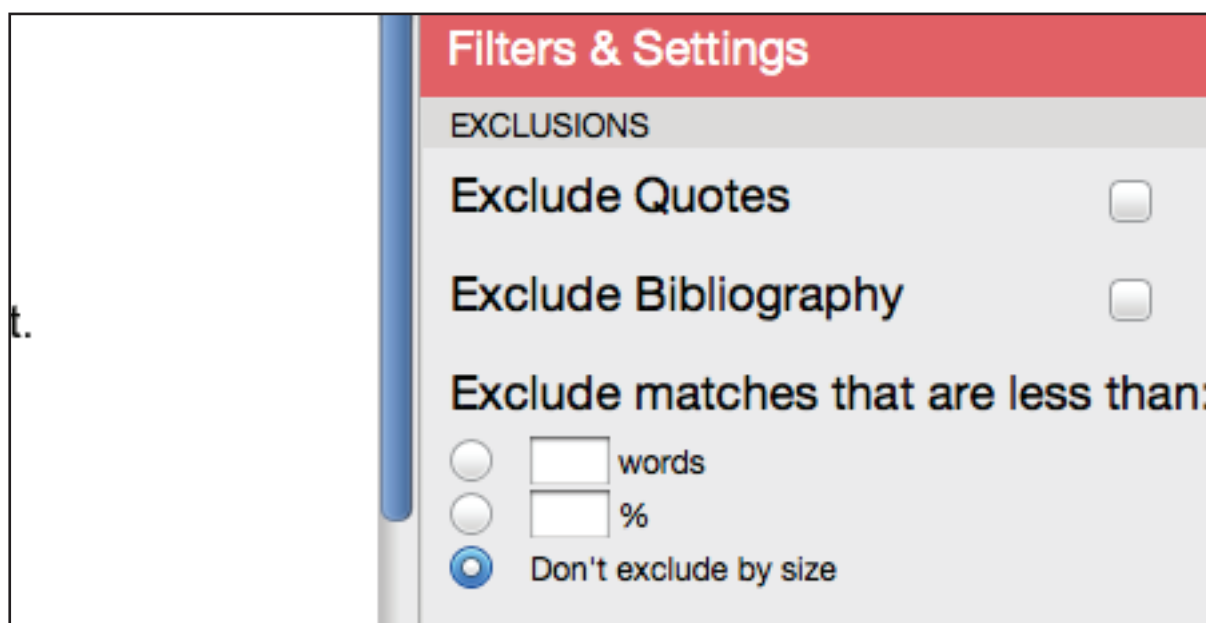
Excluding Small Matches

Users have the ability to exclude small matches by either word count or by percentage. To exclude small matches within an Originality Report click on the *Filter and Settings* icon below the sidebar.



The sidebar will load with the exclusion options. Below the *Exclude matches that are less than:* option enter into either the *words* or *%* fields the numerical value for small matches that will be excluded from this Originality Report. To turn off excluding small matches click on the radio button next to *Don't exclude by size*. To save the settings click on the *Apply Changes* button at the bottom of the sidebar. This feature can be adjusted at any time.

When a student closes an Originality Report after using the exclude small matches option the Originality Report will return to the assignment's default setting for excluding small matches and the student's changes will not be saved.



Printing or Saving Reports

The Originality Report can be downloaded to the user's computer for later reference.

To print/download a report, click on the print and download icon at the bottom of the Originality Report. This will prepare a readable, PDF version of the Originality Report. When printing/downloading, the downloaded version created is based on the current view of Originality Report. For example, clicking print/download while using the default Match Overview will create a PDF of only the highest matches.



Once a PDF version of the report has been saved to your computer, you may then use your computer's default PDF viewing application to print the Originality Report. The downloaded version will no longer have any of the Direct Source Comparison capability and will not be able to show side by side comparisons. The view modes of a downloaded report are not available in the PDF document.